

ENoticing Frequently Asked Questions

Can I register for email noticing by phone?

No. The court requires you to submit a signed “Consent to receive notice of orders and judgments via electronic transmission” form. The webform can be edited on-line; however, it must be printed and signed by the attorney. The attorney must fax or mail the signed form to the Clerk’s Office.

The form may be accessed at the following link:

<http://www.lamd.uscourts.gov/enoticing/webform.pdf>

Is email noticing the same thing as electronic filing?

At this point in time, there is no “electronic filing.” There is only “electronic noticing” via email. Paper filings (either hand delivered or mailed to the Clerk’s Office) will be filed at the Intake counter, then distributed to the docket clerks who will scan the documents to create PDF files that will be uploaded to the court’s CM/ECF Server.

What happens to the paper documents?

The court continues to maintain a paper copy of the record. All paper mailed to the court or brought to the Intake counter will be scanned to create electronic “PDF” files.

What is email noticing exactly? When do I get them and how can I view the documents?

Email noticing allows you to receive an email notice any time a document is filed in a case in which you are enrolled, regardless of whether or not you are considered “lead” counsel. In other words, you will receive an email notice anytime activity occurs in one of your cases.

This email message will contain a hyperlink (not a file attachment) to the court’s CM/ECF server and the associated PDF or “electronic image” file. You have “one free look” at this image.

You will need the Adobe Acrobat Reader installed on your computer before you can view the document image.

Where can I find the Adobe Reader?

The Adobe Acrobat Reader is a free program that can be downloaded from Adobe’s web site at <http://www.adobe.com>

Do I have to have a PACER account?

Technically speaking you do not need a PACER account; however, it is highly recommended that you obtain one. When you click on the hyperlink to the PDF file, the Adobe Reader will launch and the document will open on your screen. Once opened, the court recommends that you save or print the document.

Subsequent attempts to view the same hyperlink will result in you being prompted for a PACER login and password. You must then enter a valid PACER login and password before you can view the document again. You will incur charges for viewing the document thru PACER. Call PACER at 1-800-676-6856 to obtain an account.

Can I have more than one “primary” email address?

No, you cannot have more than one “primary” address; however, you can have up to three additional secondary addresses or cc: addresses. You may direct the three secondary addresses to any email accounts you choose. However, the court recommends you consider including a secretary and/or paralegal.

Please note that each secondary or cc: address will have “one free look” at the associated PDF image file.

Can I continue to receive notices by fax?

No. Fax noticing will be discontinued on the date the court goes live on email noticing. If you do not want email noticing, you will receive paper noticing in the mail. Obviously the hard copy will take much longer to arrive than an email notice that is sent out within moments of the actual filing.

What type of email notices will I receive?

If you sign up for email noticing, you will receive a notice anytime activity occurs in a case in which you are involved or “enrolled.” All parties who have signed up for email noticing will receive the email notice, not simply the lead counsel as is the case today. All activity is noticed, not simply orders and judgments.

When will electronic filing be available to the bar?

Currently there is no date set for electronic filing. It is anticipated that some pilot filing may take place in select cases during the Summer of 2005. Once an official designation is made, the information will be posted on the court’s web site as well as in other bar related publications.

Can I get a virus from the email notices?

No. Email notices do not contain any file attachments. The email notice contains a hyperlink to the PDF document image on the court's CM/ECF server. PDF files are not executable files and cannot contain viruses.

Will email noticing clog up my email account? Do I need extra email storage space to accommodate all of the email attachments?

No. Email notices do not contain any file attachments. The messages are very small in size. Email notices contain a hyperlink to the PDF document on the court's CMECF server. Clicking on the document opens the image into Adobe PDF. The document image file is never actually in your email box.

Can I save and or print the PDF document?

Yes. Adobe Acrobat Reader has a "SAVE" icon. During your "one free look" you can click to SAVE a copy of the document onto your local computer or network. You may also print a copy during your "one free look."

If I use a SPAM mail filter, could email notices be accidentally blocked by the filter?

Yes. If you use a SPAM filter, you must make sure you permit messages from enoticing@lamd.uscourts.gov to arrive.

Once a document is filed into the system, how long will it take before I receive the email notice?

Email delivery can be delayed due to issues with your internet service provider, or a variety of other issues such as email worms, etc; however, under most circumstances the court's email server will distribute the notices within minutes of filing. Therefore, you should receive email notices very quickly.